

Quick Reference Guide to the Attorney Registration System

What is the Attorney Registration System?

The Attorney Registration System allows attorneys to register for a secure user account. Upon registration approval from the courts, attorneys can complete their Annual Form and securely pay the annual fee to the Attorney Registration Office of the Disciplinary Board. Attorneys can also designate a proxy to complete the Annual Form and submit payment on their behalf. Payment may be made using a Visa, Mastercard or Discover credit/debit cards or by ATM card.

Where do I get started?

When you are ready to begin, open your web browser and go to <http://ujportal.pacourts.us>.

What information will I find in this guide?

This Quick Reference Guide will present the basic features and functions of the Attorney Registration system that you need to create your UJS Web Portal Account, update your registration information and submit your payment. This includes information for attorneys that will register themselves, attorneys that will designate a proxy to register and submit payment on their behalf, and users that will act as the proxy for attorneys to submit their registration and payment. Use the following links to jump to the information you are looking for:

[Creating your UJS Web Portal Account](#)

[Self-Registering Attorneys](#)

[Attorneys Using a Proxy to Register](#)

[Proxies Completing Registrations](#)

[Making Payments](#)

If needed, where can I find more information?

If you are looking for additional details about the Attorney Registration system, you can access the Attorney Registration System User Guide after you have created a UJS Web Portal Account. The Help link on the upper right corner of any page of the Attorney Registration system will open the user guide.

The screenshot shows the top navigation bar with links: Home, Login, eServices, Docket Sheets, Calendars, and eCommerce. Below this is a search bar containing the text "Attorney Annual Registration" and a "Help" link on the right. Underneath the search bar is a section titled "Completed Registrations" with a "Filtered by: All" dropdown and a "Filter" button. A table displays the registration details for Charlie G. Temple.

Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Total Fee	Submitted Date	Payment Confirmation Number	
View Form View Receipt	Temple, Charlie G	900010	Dauphin	Harrisburg, PA	2/1/1967	Pennsylvania Attorney	2010-2011	\$200.00	7/19/2011	PENTS2000143240

If you experience any problems with your UJS Web Portal Account or have questions about your online payment, contact the AOPC Help Desk at 1-877-227-2672. Representatives are available Monday – Friday 8:00 AM – 5:00 PM (EST). You can also send an Email to ccpaopc@pacourts.us

For all questions regarding the annual registration, contact the Attorney Registration Office of The Disciplinary Board of the Supreme Court of Pennsylvania, 601 Commonwealth Avenue, Suite 5600, P.O. Box 62625, Harrisburg PA 17106-2625; Telephone (717)231-3380, or visit the Board's website at www.padboard.org.

Creating Your UJS Web Portal Account

Anyone that will use the online Attorney Registration system must create a UJS Web Portal Account. This includes attorneys that will use a proxy because you will need to designate your proxy. Users that will be a proxy for other attorneys (submitting their registration forms and payment on their behalf) must create a UJS Web Portal account in order for your attorneys to designate you as their proxy. Proxies do not need to be an attorney in order to act on behalf of their attorneys.

I am an attorney. How do I create an account?

To create your account as a self-registering attorney, begin by navigating to: eServices → Create New Account.

eServices
Public Rule 509 Postings
County Court Calendar
Rules of Court
Create New Account

The Create New User Account page opens. A minimum amount of information is required to create your UJS Web Portal account and this is indicated with an asterisk next to required fields.

* First Name:

Enter your contact information, including name, address, phone number and email addresses.

For the User Name, enter a name that you will find easy to remember. This is the user name you will use to log into the UJS Web Portal after creating an account. The user name must have at least three characters and can be comprised of letters, numbers and underscores.

For the Password, enter a word or phrase that you will find easy to remember. This is the password you will use to log into the UJS Web Portal after creating an account. Passwords must contain at least one upper case character, at least one lower case character, at least one numerical character, and must be eight to 15 characters in length. Confirm the password by re-entering it on the next line. The passwords must match.

After entering your information, click NEXT.

Create New User Account

User Information

* First Name:

Middle Name/Initial:

* Last Name: Suffix:

* Location: United States Other

* Address:

* City:

* State:

* Zip Code:

* Phone Number: Ext:

* E-Mail Address:

* Confirm E-Mail Address:

Alternate E-Mail Address:

* User Name:

* Password:

Password must contain at least 1 upper case character, at least 1 lower case character, at least 1 numerical character, and have a min length of 8 and a max of 15 characters.

* Confirm Password:

Next >

I am not an attorney but will be registering attorneys as their proxy. How do I create an account?

If you are not an attorney but will act as a proxy for attorneys for registration, you must still create an account. The process is very similar to creating an account as an attorney.

Begin creating an account by navigating to: eServices → Create New Account.

eServices
Public Rule 509 Postings
County Court Calendar
Rules of Court
Create New Account

The Create New User Account page opens. A minimum amount of information is required to create your UJS Web Portal account and this is indicated with an asterisk next to required fields.

* First Name:

Enter your contact information, including name, address, phone number and email addresses.

For the User Name, enter a name that you will find easy to remember. This is the user name you will use to log into the UJS Web Portal after creating an account. The user name must have at least three characters and can be comprised of letters, numbers and underscores.

For the Password, enter a word or phrase that you will find easy to remember. This is the password you will use to log into the UJS Web Portal after creating an account. Passwords must contain at least one upper case character, at least one lower case character, at least one numerical character, and must be eight to 15 characters in length. Confirm the password by re-entering it on the next line. The passwords must match.

After entering your information, click NEXT.

Create New User Account

User Information

* First Name:	<input type="text" value="Charles"/>	
Middle Name/Initial:	<input type="text"/>	
* Last Name:	<input type="text" value="Dean"/>	Suffix: <input type="text"/>
* Location:	<input checked="" type="radio"/> United States <input type="radio"/> Other	
* Address:	<input type="text" value="818 Market Street"/>	
	<input type="text"/>	
* City:	<input type="text" value="Camp Hill"/>	
* State:	<input type="text" value="Pennsylvania"/>	
* Zip Code:	<input type="text" value="17011"/>	
* Phone Number:	<input type="text" value="717-765-4321"/>	Ext: <input type="text" value="123"/>
* E-Mail Address:	<input type="text" value="cdean@law.net"/>	
* Confirm E-Mail Address:	<input type="text" value="cdean@law.net"/>	
Alternate E-Mail Address:	<input type="text"/>	
* User Name:	<input type="text" value="cdean"/>	
* Password:	<input type="password" value="••••••••"/>	
<small>Password must contain at least 1 upper case character, at least 1 lower case character, at least 1 numerical character, and have a min length of 8 and a max of 15 characters.</small>		
* Confirm Password:	<input type="password" value="••••••••"/>	

Next >

In the Role Information section, leave the Roles checkbox blank.

Roles: Attorney

Click NEXT.

< Previous

Next >

In the Confirm section on the next page, review the information you entered. If you need to correct any of the information, click PREVIOUS to return to the pages where you entered the information.

First Name: Charles

Middle Name/Initial:

Last Name: Dean

Suffix:

Address: 818 Market Street

City: Camp Hill

State: PA

Zip Code: 17011

Phone Number: 717-765-4321

Ext: 123

E-Mail Address: cdean@law.net

Alternate E-Mail Address:

User Name: cdean1

Requested Role(s): (None)

If the information is correct, enter the challenge phrase exactly as the characters appear, including any capitalizations, into the box below the text "Enter the code shown:".



Enter the code shown:

CJD6E

Click FINISH.

< Previous

Finish

An E-mail message is sent to the address you provided when creating the account. You must open the E-mail message within 48 hours and click on the link provided to verify the E-mail address and complete the account creation. If you do not confirm your E-mail address within 48 hours, you will need to create your UJS Web Portal account again.

After confirming your E-mail address, you will receive a second E-mail message that includes your assigned five-digit PIN, which you will need to log into the UJS Web Portal.

Navigate to the UJS Web Portal and click Login to access your account.

Home

Login

eServices

Self-Registering Attorneys

This section describes the features and functions of the Attorney Registration system that an attorney needs if they are responsible for submitting their own registration and payment.

How do I access and update my annual registration form?

To begin the registration process, login to the UJS Web Portal and navigate to eCommerce → Attorney Annual Registration → Registrations to Complete. The Attorney Annual Registration page displays.



When the Attorney Annual Registration screen displays, you will see a record for your attorney registration form in the grid. Since you are only responsible for your own registration, only one record is displayed in the grid. The Status of the registration displays as New.

Attorney Annual Registration

[Help](#)

Registrations to Complete

[Registration Responsibilities](#) [Certification and Agreement](#)

Listed below are the attorney annual registrations that have not been completed for you or one of the attorneys for which you are a designated proxy. You may start or edit an existing registration by clicking the link next to the attorney name. Once you are finished entering the registration data, check the registrations to submit and use the "Submit Selected Registrations" button to submit one or more registrations for payment and completion.

Filtered by: All

Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee	Status	Registration Responsibilities	Certification & Agreement
START Lupa, Michelle E	900003			1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	New	<input type="checkbox"/>	<input type="checkbox"/>

The submission of the Attorney Annual Registration Form through electronic means signifies the attorney's intent to sign the form. By submitting the form electronically, the attorney certifies that the electronic filing is true and correct.

The Registration Responsibilities and Certification and Agreement links above the grid provide you the ability to read the Registration Responsibilities notice Certification and Agreement statement.

After reading the Registration Responsibilities notice Certification and Agreement statement, you can acknowledge that you have read them by selecting the checkboxes in the grid under the Registration Responsibilities and Certification & Agreement columns. Click SAVE RESP. AND CERT. SELECTIONS to save the acknowledgements in the grid.

Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee	Status	Registration Responsibilities	Certification & Agreement
START Lupa, Michelle E	900003			1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The submission of the Attorney Annual Registration Form through electronic means signifies the attorney's intent to sign the form. By submitting the form electronically, the attorney certifies that the electronic filing is true and correct.

Next, click the Start link next to your name in the grid to open the Pennsylvania Attorney's Annual Fee Form page.

Attorney	Bar No.
START Lupa, Michelle E	900003

In the Jurisdictions Where You Have Been Licensed To Practice Law (Except The Commonwealth Of PA) section, update the jurisdictions outside of Pennsylvania in which you have been licensed to practice law.

If any jurisdictions are displayed where you are not licensed to practice law, click the Remove link in that row of the grid.

To add a jurisdiction, click the Add link at the bottom of the grid. Enter the Court/Jurisdiction and select your Current Status in that jurisdiction.

Continue adding any additional jurisdictions until they are all displayed in the grid.

Jurisdictions Where You Have Been Licensed to Practice Law (Except the Commonwealth of PA)

Select all jurisdictions where you have ever been licensed to practice law outside the Commonwealth of Pennsylvania.

	Court/Jurisdiction	Current Status
Remove	Ohio	Active
Remove	Michigan	Inactive
Add		

The Financial Institutions section displays the financial institutions in which you or your firm held funds of clients or third persons at any time during the registration period for the previous year. Verify and, if necessary, update the financial institutions that will be used for the current year.

If you will not hold funds, select the None/Not Applicable checkbox.

If the grid displays any financial institutions that will not be used in the current period, click the Remove link in the grid for that financial institution.

To add a new financial institution, click the Add link in the grid and enter the bank or brokerage information.

Continue adding any additional financial institutions until they are all displayed in the grid.

Financial Institutions in Which You or Your Firm Held Funds of Clients or Third Persons subject to Pa.R.P.C. 1.15 from May 1, 2010 to May 1, 2011

Select all financial institutions in which you or any firm identified above held funds of clients or third persons subject to Pa R.P.C. 1.15 at any time during the registration period.

None/Not Applicable

	Eligible Institution Type	Bank/Brokerage Name	Account Number	Account Type
Remove	Bank	York Federal Savings & Loan Assoc (537)	132096237459	IOLTA Account - Qualified Funds
Add				

In the Professional Liability Insurance section, indicate your professional liability status. Read the three available choices and select the radio button which indicates your status.

Professional Liability Insurance

Designate your professional liability status.

- I maintain, either individually or through my firm, professional liability insurance pursuant to the provisions of Rule of Professional Conduct 1.4(c).
- I do not maintain professional liability insurance because I do not have private clients and have no possible exposure to malpractice actions (e.g., retired, full-time in-house counsel, prosecutor, full-time government counsel, etc.).
- I do not maintain professional liability insurance pursuant to the provisions of Rule of Professional Conduct 1.4(c), but I do have private clients and/or a possible exposure to malpractice actions.

In the Certification and Agreement section, indicate you have read the notice by selecting the checkbox. The checkbox will already be selected if you acknowledged the notice in the grid on the previous page as described above.

Certification and Agreement

I am familiar and in compliance with Rule 1.15 of the Pa Rules of Professional Conduct regarding the handling of funds and other property of clients and third persons and the maintenance of IOLTA accounts and with Pa.R.D.E. 221 regarding the mandatory reporting of overdrafts on trust accounts.

I certify that all trust accounts that I maintain are in eligible institutions approved by the Supreme Court of Pennsylvania for the maintenance of such accounts pursuant to Pa.R.D.E. 221 (relating to mandatory overdraft notification) and that each trust account has been identified as such to the eligible institution in which it is maintained.

I further certify that there are no outstanding orders of suspension or disbarment against me as of the date of this application and that the information provided is true. If any statement made on this form is false, I realize I am subject to discipline by the Supreme Court.

I hereby agree that any action brought against me by the Pennsylvania Lawyers Fund for Client Security for the recovery of monies paid by the fund as a result of claims against me may be brought in the Court of Common Pleas of Allegheny, Dauphin or Philadelphia County.

I have read the above Certification and Agreement

Optionally, in the Save/Submit section, you can indicate if you would like to stop receiving the paper registration forms via U.S. Mail in the future by selecting the checkbox. You can select this option if you plan to register online in the future. If you select this option, you will still receive notification from the Disciplinary Board when the registration period begins each year, but registration forms will not be included.

Save/Submit

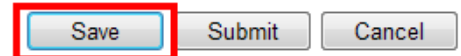
To proceed to checkout and completion of this annual attorney registration, please click "Submit" below. Once the registration is submitted and your electronic payment is processed, your registration will no longer be editable. If you wish to submit this registration and payment at a later time or in batch, please click "Save" below. Saved registrations will be available for individual or group submission from the "Registrations to Complete" interface.

Please contact the Disciplinary Board, via the information at the top of this page, with any questions or concerns.

Do not send paper registrations in the future

Can I save my progress while completing my annual registration form?

Yes! If you need to leave the form, you can save your progress by clicking SAVE at the bottom of the Pennsylvania Attorney's Annual Fee Form.



[Donate to IOLTA](#)

When you are ready to continue working on your registration form, log into your UJS Web Portal account and return to the Registrations To Complete page (eCommerce → Attorney Annual Registration → Registrations To Complete).

Your form is displayed in the grid. The link next to your name has changed to Edit and your Status displays as Not Submitted.

Click the Edit link next to your name to re-open the Pennsylvania Attorney's Annual Fee Form.

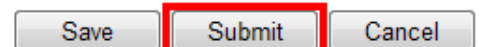
Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee	Status	Registration Responsibilities	Certification & Agreement
EDIT Lupa, Michelle E	900003			1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	Not Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The form displays with any changes you started but did not complete.

I have finished updating my annual registration form. How do I submit it?

Once you have finished reviewing and updating the information for your annual form, you are ready to submit it.

If you finished working on your form and are still on the Pennsylvania Attorney's Annual Fee Form page, you can submit from this page by clicking the SUBMIT button.



[Donate to IOLTA](#)

Otherwise, you can submit your form from the Registrations To Complete page (eCommerce → Attorney Annual Registration → Registrations To Complete).

Click SUBMIT REGISTRATIONS below the grid.

Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee	Status	Registration Responsibilities	Certification & Agreement
START Lupa, Michelle E	900003			1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The submission of the Attorney Annual Registration Form through electronic means signifies the attorney's intent to sign the form. By submitting the form electronically, the attorney certifies that the electronic filing is true and correct.

Once submitted, your form is sent to the Shopping Cart page where you will begin making your payment. After submitting payment you will also be able to access the printable version of your registration form and a receipt. For more information on the shopping cart and payments, see [Making Payments](#).

Attorneys Using a Proxy to Register

This section describes the process used if you are an attorney that will designate a proxy to submit your registration and payment on your behalf. Before you begin, you should ensure that the user that you will designate as your proxy has already created an account on the UJS Web Portal. You should also have created your account on the UJS Web Portal as described under [Creating your UJS Web Portal Account](#).

How do I assign my proxy?

Once you and your proxy have both created your UJS Web Portal Accounts, you are ready to assign them and add permission to submit your registration.

Proxies are added on the Manage Proxies page of the UJS Web Portal. After logging in to your UJS Web Portal account, navigate to eCommerce → Attorney Annual Registration → Manage Proxies.



In the Who Can Act On My Behalf section, click ADD PROXY.

Who Can Act on My Behalf

You may designate one or more proxy users to act on your behalf for the Attorney Annual Registration service. To search for and select a proxy user, please select the "Add Proxy User" button.

By designating a proxy user(s), you are authorizing the proxy to act on your behalf for the Attorney Annual Registration service. You remain responsible for any actions taken by your proxy on your behalf.

No results found

Add Proxy

The Add Proxy Users search opens in order to allow you to search for your proxy. You can search for proxies by Name or, if your proxy is an attorney, by PA Bar ID number. Specify how you would like to search for your proxy by selecting the Search Type in the dropdown.

Search Type: PA Bar ID
* Bar Number: Name
PA Bar ID
Search Cancel

Enter your search criteria. Required fields are indicated by a red asterisk and must be completed in order to perform the search. Click SEARCH.

Search Type: Name
* Last Name: Dinsdale
* First Name: Peter
* City: Mechanicsburg
* State: Pennsylvania
Search Cancel

The results of the search are returned in a grid below the search criteria fields. Select the checkbox for your proxy in the grid and click ADD SELECTED USERS.

	Name	Address	City	Bar No.
<input checked="" type="checkbox"/>	Dinsdale, Peter P	5095 Ritter Road	Mechanicsburg, PA	

Select All Deselect All Add Selected Users

You are returned to the Manage Proxies page and your proxy is displayed in the grid of the Who Can Act On My Behalf section. Your proxy will now be able to access your registration form and make any changes on your behalf.

Proxies Completing Registrations

If you will be designated as a proxy for one or more attorneys to complete their annual registrations and submit payments on their behalf, you must begin by creating an account on the UJS Web Portal as described under [Creating your UJS Web Portal Account](#). Attorneys will not be able to add you as their proxy until you have a UJS Web Portal account.

Once you have an account, the attorneys you represent must add you as their proxy as described under [Attorneys Using a Proxy to Register](#).

Once the attorneys have informed you that they have added you as their proxy, you can begin completing their registration forms.

How do I access and update the annual registration forms for the attorneys I represent?

To begin the registration process, login to the UJS Web Portal and navigate to eCommerce → Attorney Annual Registration → Registrations to Complete. The Attorney Annual Registration page displays.

If more than one of the attorneys you represent is a PA attorney, some functions can be performed in batch. For information on the batch functions, see the next section below.



When the Attorney Annual Registration screen displays, you will see a record for each attorney you represent in the grid. If you are also an attorney, the record for your own registration will also be included. The Status of the registrations display as New.

Attorney Annual Registration [Help](#)

Registrations to Complete

[Registration Responsibilities](#) [Certification and Agreement](#)

Listed below are the attorney annual registrations that have not been completed for you or one of the attorneys for which you are a designated proxy. You may start or edit an existing registration by clicking the link next to the attorney name. Once you are finished entering the registration data, check the registrations to submit and use the "Submit Selected Registrations" button to submit one or more registrations for payment and completion.

Filtered by: All

Batch Select	Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee	Status	Registration Responsibilities	Certification & Agreement
<input type="checkbox"/> START	James, Rob E	900009	Out of Country	Glasgow, G2 9AA, Scotland	1/1/1970	Foreign Legal Consultant	2010-2011	7/1/2010	\$200.00	New	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> START	James, Sherman L	900013	Dauphin	Harrisburg, PA	12/31/1964	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	New	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> START	Vorhees, Dave B	900002	Dauphin	Harrisburg, PA	1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	New	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> START	Wilkins, Bob	900004	Cumberland	Mechanicsburg, PA	9/1/1973	In-House Corporate Counsel	2010-2011	7/1/2010	\$200.00	New	<input type="checkbox"/>	<input type="checkbox"/>
											Select All	Select All

The Registration Responsibilities and Certification and Agreement links above the grid provide you the ability to read the Registration Responsibilities notice Certification and Agreement statement.

After reading the Registration Responsibilities notice and the Certification and Agreement statement, you can acknowledge that the PA attorneys you represent have read them by selecting the checkboxes in the grid under the Registration Responsibilities and Certification & Agreement columns. Please note that the checkboxes are only enabled for PA Attorneys, not for In-House Corporate Counsel or Foreign Legal Consultants because the notice and agreement language are different for these registration types. The notice and statement will be acknowledged within the individual forms for these types of attorneys.

If you have more than one PA attorney in the grid, you can quickly select the checkboxes by clicking the Select All link at the bottom of each column. Click SAVE RESP. AND CERT. SELECTIONS to save the acknowledgements in the grid.

Batch Select	Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee	Status	Registration Responsibilities	Certification & Agreement
<input type="checkbox"/> START	James, Rob E	900009	Out of Country	Glasgow, G2 9AA, Scotland	1/1/1970	Foreign Legal Consultant	2010-2011	7/1/2010	\$200.00	New	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> START	James, Sherman L	900013	Dauphin	Harrisburg, PA	12/31/1964	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> START	Vorhees, Dave B	900002	Dauphin	Harrisburg, PA	1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> START	Wilkins, Bob	900004	Cumberland	Mechanicsburg, PA	9/1/1973	In-House Corporate Counsel	2010-2011	7/1/2010	\$200.00	New	<input type="checkbox"/>	<input type="checkbox"/>

[Select All](#) [Deselect All](#) Currently Selected: 0 of 4 Total Fee of Selected: \$0.00

The submission of the Attorney Annual Registration Form through electronic means signifies the attorney's intent to sign the form. By submitting the form electronically, the attorney certifies that the electronic filing is true and correct.

You will need to verify, and possibly update, the information to be included for each attorney on their registration form. If you are a proxy for more than one PA attorney, you can choose to update the financial institution and professional liability insurance information in batch. For information on this function, see the next section. For the remaining information on the attorney registration form, you will need to individually update each attorney for which you proxy.

To begin editing the information on the registration form for an attorney, click the Start link next to their name in the grid to open the Pennsylvania Attorney's Annual Fee Form page.

Batch Select	Attorney	Bar No.
<input type="checkbox"/> START	James, Rob E	900009
<input checked="" type="checkbox"/> START	James, Sherman L	900013
<input type="checkbox"/> START	Vorhees, Dave B	900002

If you haven't already, read the Registration Responsibilities by clicking on the link at the top of the page. Select the checkbox acknowledging that you have read the notice. The checkbox will already be selected if you acknowledged the notice in the grid as described above. For In-House Corporate Counsel and Foreign Legal Consultants, you must acknowledge the notice on this screen.

[Registration Responsibilities](#)

 I have read the Registration Responsibilities

Effective with the July 1, 2011 registration deadline, active and inactive attorneys have the option to complete and submit their annual registration form and their payment online through the PA Unified Judicial System's (UJS) secure website at <http://ujsportal.pacourts.us>. Additionally, attorneys utilizing the online system will be able to manage their profile and required information, such as preferred email address. If you use the online system, in future years the Attorney Registration Office will send you a notice of registration by email to remind you of your annual renewal. **You will not receive future paper registration forms in the mail.**

On or before July 1, 2010, the form must be submitted through the UJS website above along with an acceptable online payment - MasterCard, Visa, Discover credit/debit cards and ATM cards are accepted. A nominal convenience fee (\$2.75) will be assessed to cover the payment transaction. The payment process is managed directly by U.S. Bank through its secured online payment site.

- Every Active attorney admitted to practice law in this Commonwealth shall pay an annual fee of \$200.00.
- Every Inactive attorney must pay an annual fee of \$70.00.

Failure to Comply with Pa.R.D.E. 219: If an attorney fails to pay either the active or inactive annual registration fee, a notice of a late payment penalty will be sent by regular mail and on August 1, a late payment penalty of \$100.00 will be assessed. After 30 days, the names of every attorney who has failed to respond to the notice will be certified to the Supreme Court, at which time the late payment penalty will be increased to \$200.00. Failure to pay shall be deemed a request to be administratively suspended. Upon entry of the order administratively suspending the attorney, the attorney will have 30 days to wind up his/her practice and notify any clients by certified mail of the administrative suspension and otherwise comply with all requirements of Pa.R.D.E. 217 relating to formerly admitted attorneys.

In the Attorney Status and Payment section, enter or confirm the information requested. Select the registration Status for the attorney. The Total Fee displays the appropriate amount.

Attorney Status and Payment

Please enter or confirm the information requested below. Please use the name of the attorney as it is listed with the Disciplinary Board. All name updates must be made directly to the Disciplinary Board. The link below will direct you to the Disciplinary Board Web site to make any necessary changes.

Name: James, Sherman L [Update Name](#) SSN: XXX-XX-4915

PA Bar Number: 900013 * Birth Date: 12/31/1964

Registration Year: July 1, 2010 - June 30, 2011 Gender:

* Status: PA Admission Date: 1/1/2000

Total Fee: \$200.00 * Telephone: (717) 123-4567

Primary E-Mail Address:

The Addresses section displays the addresses based on the registration information submitted the previous year.

If an address is no longer valid for your attorney, click the Remove link in the grid next to the address.

To add a new address, click the Add link at the bottom of the grid and enter the address information. One address must be designated as the Mailing Address by selecting the checkbox in the grid. Also, selecting a Residence Address is required. Designate which address is your Public Access Use address by selecting the checkbox in that column. Foreign Legal Consultants and In-House Corporate Counsel do not need to specify a Public Access Use or Residence addresses and you will not see these columns in the grid.

	Location	Address	City	State/Territory	Zip/Postal Code	PA County	Country	Mailing Address	Primary Address	Residence Address	Public Access Use
Remove	United States	123 Market Street Suite 7B	Harrisburg	Pennsylvania	17111	Dauphin	United States	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Remove	United States	89 South Street	Camp Hill	Pennsylvania	17011	Cumberland	United States	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add											

If appropriate, enter the name of the Law Firm or Department/Organization through which the attorney practices under the Firm/Organization Through Which I Practice section. Foreign Legal Consultants will only have the Law Firm field available. In-House Corporate Counsel will only have the Department/Organization field available.

Firm/Organization Through Which I Practice

Add or select the law firm, including partnership and professional corporation, through which you practice.

Law Firm:

Add or select the corporate legal department, government legal department, legal service organization, district attorney and public defender office and similar group legal practice arrangement.

Department/Organization:

In the Jurisdictions Where You Have Been Licensed To Practice Law (Except The Commonwealth Of PA) section, update the jurisdictions outside of Pennsylvania in which your attorney has been licensed to practice law.

If any jurisdictions are displayed where they are not licensed to practice law, click the Remove link in that row of the grid.

To add a jurisdiction, click the Add link at the bottom of the grid. Enter the Court/Jurisdiction and select the Current Status in that jurisdiction.

Continue adding any other jurisdictions until they are all displayed in the grid for your attorney.

Jurisdictions Where You Have Been Licensed to Practice Law (Except the Commonwealth of PA)

Select all jurisdictions where you have ever been licensed to practice law outside the Commonwealth of Pennsylvania.

	Court/Jurisdiction	Current Status
Remove	<input type="text" value="Ohio"/>	<input type="text" value="Active"/>
Remove	<input type="text" value="Michigan"/>	<input type="text" value="Inactive"/>
Add		

The Financial Institutions section displays the financial institutions in which you or your firm held funds of clients or third persons at any time during the registration period for the previous year for the attorney for which you proxy. Verify and, if necessary, update the financial institutions that will be used for the current year for your attorney. This can be done in batch for all PA attorneys for which you are a proxy. For more information, see the next section. This information does not apply for Foreign Legal Consultants and In-House Corporate Counsel and this section does not appear on their form page.

If you will not hold funds, select the None/Not Applicable checkbox if not already selected.

If the grid displays any financial institutions that will not be used in the current period, click the Remove link in the grid for that financial institution.

To add a new financial institution, click the Add link at the bottom of the grid and enter the bank or brokerage information.

Continue adding any additional financial institutions until they are all displayed in the grid.

Financial Institutions in Which You or Your Firm Held Funds of Clients or Third Persons subject to Pa.R.P.C. 1.15 from May 1, 2010 to May 1, 2011

Select all financial institutions in which you or any firm identified above held funds of clients or third persons subject to Pa.R.P.C. 1.15 at any time during the registration period.

None/Not Applicable

Eligible Institution Type	Bank/Brokerage Name	Account Number	Account Type
Remove Bank	York Federal Savings & Loan Assoc (537)	132098237459	IOLTA Account - Qualified Funds
Add			

In the Professional Liability Insurance section, indicate your professional liability status. Read the three available choices and select the radio button which indicates the attorney's status. This can be done in batch for all PA attorneys for which you are a proxy. For information on batch functions, see the next section. This information does not apply for Foreign Legal Consultants and In-House Corporate Counsel and this section does not appear on their form page.

Professional Liability Insurance

Designate your professional liability status.

- I maintain, either individually or through my firm, professional liability insurance pursuant to the provisions of Rule of Professional Conduct 1.4(c).
- I do not maintain professional liability insurance because I do not have private clients and have no possible exposure to malpractice actions (e.g., retired, full-time in-house counsel, prosecutor, full-time government counsel, etc.).
- I do not maintain professional liability insurance pursuant to the provisions of Rule of Professional Conduct 1.4(c), but I do have private clients and/or a possible exposure to malpractice actions.

In the Certification and Agreement section, indicate you have read the notice by selecting the checkbox. The checkbox will already be selected if you acknowledged the notice in the grid on the previous page as described above. For In-House Corporate Counsel and Foreign Legal Consultants, you must acknowledge the notice on this screen.

Certification and Agreement

I am familiar and in compliance with Rule 1.15 of the Pa Rules of Professional Conduct regarding the handling of funds and other property of clients and third persons and the maintenance of IOLTA accounts and with Pa.R.D.E. 221 regarding the mandatory reporting of overdrafts on trust accounts.

I certify that all trust accounts that I maintain are in eligible institutions approved by the Supreme Court of Pennsylvania for the maintenance of such accounts pursuant to Pa.R.D.E. 221 (relating to mandatory overdraft notification) and that each trust account has been identified as such to the eligible institution in which it is maintained.

I further certify that there are no outstanding orders of suspension or disbarment against me as of the date of this application and that the information provided is true. If any statement made on this form is false, I realize I am subject to discipline by the Supreme Court.

I hereby agree that any action brought against me by the Pennsylvania Lawyers Fund for Client Security for the recovery of monies paid by the fund as a result of claims against me may be brought in the Court of Common Pleas of Allegheny, Dauphin or Philadelphia County.

I have read the above Certification and Agreement

Optionally, in the Save/Submit section, you can indicate if your attorney would like to stop receiving the paper registration forms via U.S. Mail in the future by selecting the checkbox. You can select this option if your attorney plans to register online in the future. If you select this option, your attorney will still receive notification from the Disciplinary Board when the registration period begins each year, but registration forms will not be included.

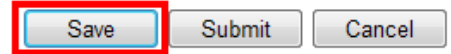
Save/Submit

To proceed to checkout and completion of this annual attorney registration, please click "Submit" below. Once the registration is submitted and your electronic payment is processed, your registration will no longer be editable. If you wish to submit this registration and payment at a later time or in batch, please click "Save" below. Saved registrations will be available for individual or group submission from the "Registrations to Complete" interface.

Please contact the Disciplinary Board, via the information at the top of this page, with any questions or concerns.

Do not send paper registrations in the future

Once the information has been updated for your attorney, click SAVE at the bottom of the Pennsylvania Attorney's Annual Fee Form page.



[Donate to IOLTA](#)

After clicking SAVE, you are returned to the Registrations To Complete page. The attorney now has a Status of Not Submitted.

Repeat these steps for any additional attorney for which you are a proxy, including yourself if you are also an attorney.

I have several PA attorneys. What functions can I perform in batch?

If you have more than one PA attorney for which you are a proxy, you can update the financial institutions and professional liability insurance selection for all of them at one time. This will save time and prevent data entry errors. The financial institution or professional liability insurance selections do not need to be the same for all of your attorneys in order for you to use the batch function screen. You can select the information for some of your attorneys and save it, then select different information for other attorneys and save it, but still only using one screen.

To access the batch functions, navigate to eCommerce → Attorney Annual Registration → Batch Update.



The Financial Institutions section displays the financial institutions in which you or your firm held funds of clients or third persons at any time during the registration period for the previous year for the attorneys for which you proxy. Verify and, if necessary, update the financial institutions that will be used for the current year for some or all of your attorneys.

If the attorneys will not hold funds, select the None/Not Applicable checkbox if not already selected.

If the grid displays any financial institutions that will not be used in the current period for the attorneys, click the Remove link in the grid for that financial institution.

To add a new financial institution, click the Add link at the bottom of the grid and enter the bank or brokerage information.

Continue adding any additional financial institutions until they are all displayed in the grid.

Financial Institutions

Please enter the financial institution(s) for the attorney registration(s) you are updating.

None/Not Applicable

	Eligible Institution Type	Bank/Brokerage Name	Account Number	Account Type
Remove	Bank	York Federal Savings & Loan Assoc(537)	132098237459	IOLTA Account - Qualified Funds
Add				

In the Professional Liability Insurance section, indicate the professional liability status for some or all of your attorneys for which you are a proxy. Read the three available choices and select the appropriate radio button for your attorneys.

Professional Liability Insurance

Designate your professional liability status.

- I maintain, either individually or through my firm, professional liability insurance pursuant to the provisions of Rule of Professional Conduct 1.4(c).
- I do not maintain professional liability insurance because I do not have private clients and have no possible exposure to malpractice actions (e.g., retired, full-time in-house counsel, prosecutor, full-time government counsel, etc.).
- I do not maintain professional liability insurance pursuant to the provisions of Rule of Professional Conduct 1.4(c), but I do have private clients and/or a possible exposure to malpractice actions.

The Registrations to Update section displays all of the PA attorneys for which you are a proxy. If you are a proxy for any Foreign Legal Consultants or In-House Corporate Counsel, they will not display in the grid.

Select the attorneys in the grid for which the financial institution and personal liability insurance you selected above apply. If the information selected applies to all of the PA attorneys for which you are a proxy, you can use the Select All link.

Registrations to Update

Please select each of the attorney registration(s) that you wish to update. Any existing financial institution or professional liability insurance status information will be overwritten by this update.

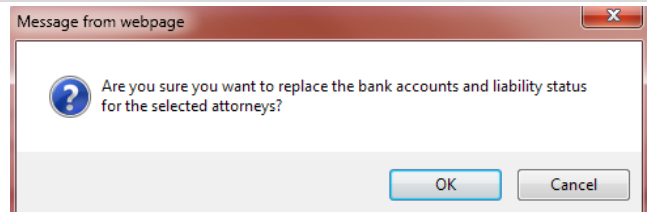
	Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee	Status
<input checked="" type="checkbox"/>	James, Sherman L	900013	Dauphin	Harrisburg, PA	12/31/1964	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	Not Submitted
<input type="checkbox"/>	Vorhees, Dave B	900002	Dauphin	Harrisburg, PA	1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	New

[Select All](#)

[Deselect All](#)

Currently Selected: 1 of 2

Click SAVE. You will receive a confirmation message asking if you want to replace any information that may have been previously recorded for the selected attorneys. To proceed, click OK.



The information that was entered is saved to the selected attorneys and you are returned to the Registrations to Complete page.

If you have different information to record for other attorneys, repeat these steps, selecting the other attorneys, until the financial institution and professional liability insurance information is properly recorded for all of the attorneys for which you are a proxy.

Can I save my progress while working in one of my attorney's annual registration forms?

Yes! If you need to leave the form, you can save your progress by clicking SAVE at the bottom of the Pennsylvania Attorney's Annual Fee Form.



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When you are ready to continue working on the registration form for your attorney, log into your UJS Web Portal account and return to the Registrations To Complete page (eCommerce → Attorney Annual Registration → Registrations To Complete).

The forms for your attorneys are displayed in the grid. The link next to the attorney's name displays as Edit and the Status displays as Not Submitted.

Click the Edit link next to their name to re-open their Pennsylvania Attorney's Annual Fee Form.

Batch Select	Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee	Status	Registration Responsibilities	Certification & Agreement
<input type="checkbox"/> EDIT	James, Rob E	900009	Out of Country	Glasgow, G2 9AA, Scotland	1/1/1970	Foreign Legal Consultant	2010-2011	7/1/2010	\$200.00	Not Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> EDIT	James, Sherman L	900013	Dauphin	Harrisburg, PA	12/31/1964	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	Not Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The form displays with any changes you started but did not complete.

I have updated the forms for all of my attorneys. How do I submit them?

Once you have updated the attorney annual registration form information for each of the attorneys for which you are a proxy, you should first return to the Registrations To Complete page and check on the Status for each attorney.



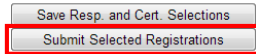
Once each attorney in the grid is displaying a Status Not Submitted, you are ready to submit the forms to the Disciplinary Board. Select the checkbox in the grid for each attorney, or use the Select All link below the grid.

Click **SUBMIT SELECTED REGISTRATIONS**.

Batch Select	Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee	Status	Registration Responsibilities	Certification & Agreement
<input checked="" type="checkbox"/> EDIT	James, Rob E	900009	Out of Country	Glasgow, G2 9AA, Scotland	1/1/1970	Foreign Legal Consultant	2010-2011	7/1/2010	\$200.00	Not Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> EDIT	James, Sherman L	900013	Dauphin	Harrisburg, PA	12/31/1964	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	Not Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> EDIT	Vorhees, Dave B	900002	Dauphin	Harrisburg, PA	1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00	Not Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> EDIT	Wilkins, Bob	900004	Cumberland	Mechanicsburg, PA	9/1/1973	In-House Corporate Counsel	2010-2011	7/1/2010	\$200.00	Not Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select All Deselect All Currently Selected: 4 of 4 Total Fee of Selected: \$800.00

The submission of the Attorney Annual Registration Form through electronic means signifies the attorney's intent to sign the form. By submitting the form electronically, the attorney certifies that the electronic filing is true and correct.



Once submitted, the forms are sent to the Shopping Cart page where you will complete the payment process. After submitting payment you will also be able to access the printable version of your registration form and a receipt. For more information on the shopping cart and payment, see [Making Payments](#).

Making Payments

After completing the registration forms for yourself or for your attorneys if you are a proxy, you will be taken to the shopping cart. The shopping cart provides the ability to review the registrations that will be paid and then proceed to checkout where the payment method is entered.

How do I use the shopping cart?

The shopping cart displays the registration forms that will be submitted for payment. For self-registering attorneys, and proxies that are only responsible for one attorney, you will only see one record in the grid. If you are a proxy responsible for the registrations of multiple attorneys, you should see one record for each attorney you represent, including yourself if you are also an attorney.

After confirming all of the registration forms are displayed in the grid, click **SUBMIT FOR PAYMENT**. You will be directed to the USBank E-Payment Service website.

Shopping Cart

Attorney License cards are only issued to attorneys who pay the Active Annual Fee. Please allow 10-14 business days for processing.

	Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee
Remove	Vorhees, Dave B	900002	Dauphin	Harrisburg, PA	1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00
Remove	James, Rob E	900009	Out of Country	Glasgow, G2 9AA, Scotland	1/1/1970	Foreign Legal Consultant	2010-2011	7/1/2010	\$200.00
Remove	Wilkins, Bob	900004	Cumberland	Mechanicsburg, PA	9/1/1973	In-House Corporate Counsel	2010-2011	7/1/2010	\$200.00
Remove	James, Sherman L	900013	Dauphin	Harrisburg, PA	12/31/1964	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00
									Subtotal: \$800.00

[Submit for Payment](#)

[Cancel](#)

How do I checkout?

After submitting your registration forms for payment, you will see a summary on the first page of the USBank E-Payment Service website. Review the information and click **CONTINUE**.

[PRIVACY](#) [CUSTOMER SERVICE](#) [HELP](#) [EXIT](#)

Make a Payment - Attorney Registration

PAYMENT INFORMATION

Payment Amount: **\$1,000.00**

Payment Method: **Credit/ATM/Debit**

Scheduled Payment Date: **Apr-27-2011**

This payment may be assessed a convenience fee. The fee amount will display on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged.

[Continue](#) [Cancel](#)

[Browser Requirements](#)

In the Account Information section on the next page, select the radio button to indicate whether you will be using an ATM card or a credit/debit card for payment and then enter the card information.

For the Billing Address, enter the address where the statement for the ATM card or credit/debit card is mailed. Payments may not be processed in a timely manner or may be declined if the address does not match the billing address listed with your bank or credit card company.

Click CONTINUE.

PRIVACY CUSTOMER SERVICE HELP EXIT

Make a Payment - Attorney Registration

*Required Field

ACCOUNT INFORMATION

Use ATM Card
ATM Card Number:*

Use Credit/Debit Card
Credit/Debit Card Type: Visa
Credit/Debit Card Number: 4111111111111111
Expiration Date: 01 / 2012
 Process this credit card as an ATM debit card if eligible

BILLING ADDRESS

Street Address 1: 123 Market Street
Street Address 2:
City/Town: Harrisburg
State/Province/Region: PA
Zip/Postal Code: 17001
Country: US

Continue Cancel

Browser Requirements

In the Contact Information section, enter your information. This information is necessary in order to contact you if there is any question about the payment.

If your contact address is different than your billing address, select the "Use the address entered below as my contact address" radio button and enter your address in the space provided.

Click CONTINUE.

PRIVACY CUSTOMER SERVICE HELP EXIT

Contact Information

*Required Field

CONTACT INFORMATION

First Name: Marcy
Last Name: Tandberg
Company Name: Brown & Sacks
Phone Number: 717-123-4567
E-mail Address: mtandberg@law.net

You must select your billing address as your contact address or enter a new contact address.

Use my Billing Address as my Contact Address
123 Market Street
Harrisburg, Pennsylvania 17001
UNITED STATES

Use the address entered below as my contact address

Street Address 1: *
Street Address 2: *
City/Town: *
State/Province/Region: *
Zip/Postal Code: *
Country: *

Continue Cancel

Browser Requirements

Verify the payment details displayed, the payment amount, payment account details and billing address. A \$2.75 convenience fee is added to your total payment amount.

Confirm the email address where the confirmation will be sent once the payment is processed.

If paying with a credit card, enter the three-digit code found on the back of your card.

Click CONFIRM.

Verify Payment - Attorney Registration

Please review the information below and select Confirm to process your payment. If you need to make any changes to your payment, select Cancel to return to the previous screen.

Your Payment Detail

Payment Amount: **\$1,000.00**
Convenience Fee: **\$2.75**
Total Amount: **\$1,002.75**
Scheduled Payment Date: **Apr-27-2011**
Amount Due: **\$1,000.00**

Your Account Detail

Payer Name: **Marcy Tandberg**
Card Number: **XXXXXXXXXXXXXXXX1111**
Card Type: **Visa**
Expiration Date: **Jan-2012**

Your Credit/Debit Card Billing Address

Street Address 1: **123 Market Street**
Street Address 2:
City/Town: **Harrisburg**
State/Province/Region: **Pennsylvania**
Zip/Postal Code: **17001**
Country: **UNITED STATES**

Send an email confirmation:

3-digit code on the signature strip of your credit card:

A convenience fee will be charged to this transaction. This fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

[Browser Requirements](#)

Your payment information will be transmitted to your bank or credit card company. Do not click the Back button in your browser or close the browser during this process. When completed, you will receive notification that the transaction was accepted or declined.

If the card is declined or another problem was found, you will have the opportunity to re-enter the card information or enter a new one. Click MAKE CHANGES to return to the payment information page where you can update the card information.

If the card is accepted you will be taken to the confirmation page.

How do I print my confirmation and receipt?

Once you receive the payment confirmation on the USBank E-Payment Service page, click CONTINUE at the bottom of the page. You will be returned to the Completed Registrations page of the UJS Web Portal.

You can also access the Completed Registrations page at any time you are logged in to the UJS Web Portal by navigating to eCommerce → Attorney Annual Registration → Completed Registrations.



For self-registering attorneys, and proxies that are only responsible for one attorney, you will only see one record in the grid. If you are a proxy responsible for the registrations of multiple attorneys, you should see one record for each attorney you represented, including yourself if you are also an attorney.

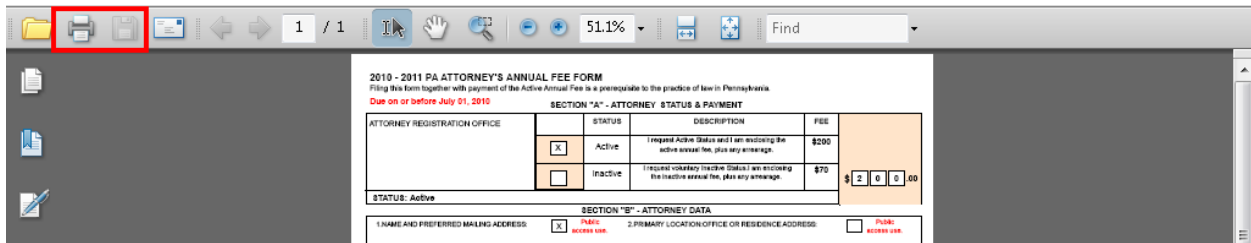
For each record in the grid, you can view the printable version of the registration form or a receipt by using the links next to each attorney's name.

Completed Registrations

Filtered by: All [Filter](#)

	Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Total Fee	Submitted Date	Payment Confirmation Number
View Form View Receipt	James, Rob E	900009	Out of Country	Glasgow, G2 9AA, Scotland	1/1/1970	Foreign Legal Consultant	2010-2011	\$200.00	4/11/2012	PENTS2000375923
View Form View Receipt	James, Sherman L	900013	Dauphin	Harrisburg, PA	12/31/1964	Pennsylvania Attorney	2010-2011	\$200.00	4/11/2012	PENTS2000375923
View Form View Receipt	Temple, Charlie G	900010	Dauphin	Harrisburg, PA	2/1/1967	Pennsylvania Attorney	2010-2011	\$200.00	7/19/2011	PENTS2000143240
View Form View Receipt	Vorhees, Dave B	900002	Dauphin	Harrisburg, PA	1/1/1965	Pennsylvania Attorney	2010-2011	\$200.00	4/11/2012	PENTS2000375923
View Form View Receipt	Wilkins, Bob	900004	Cumberland	Mechanicsburg, PA	9/1/1973	In-House Corporate Counsel	2010-2011	\$200.00	4/11/2012	PENTS2000375923

To view the form, click View Form. The form opens in Adobe Reader. If you choose, print or save the form for your records using the functions of Adobe Reader. When finished, close Adobe Reader.



To view the receipt, click the View Receipt link next to the attorney name. If you are a proxy and have multiple attorneys in the grid, it does not matter which View Receipt link you click because the same receipt is displayed for all the attorneys that were submitted on the same payment.

The receipt page also provides access to viewing the registration forms through the View Form links.

	Attorney	Bar No.	County	City	DOB	Registration Type	Registration Year	Due Date	Total Fee
View Form	Vorhees, Dave B	900002	Dauphin	Harrisburg, PA	1/1/1965	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00
View Form	James, Rob E	900009	Out of Country	Glasgow, G2 9AA, , Scotland	1/1/1970	Foreign Legal Consultant	2010-2011	7/1/2010	\$200.00
View Form	James, Sherman L	900013	Dauphin	Harrisburg, PA	12/31/1964	Pennsylvania Attorney	2010-2011	7/1/2010	\$200.00
View Form	Wilkins, Bob	900004	Cumberland	Mechanicsburg, PA	9/1/1973	In-House Corporate Counsel	2010-2011	7/1/2010	\$200.00
Subtotal:									\$800.00
Convenience Fee:									\$2.75
Total:									\$802.75
Confirmation Number: PENTS2000375923									

[Close](#)

Click CLOSE to return to the Completed Registrations page.